

TOWN OF WESTON

LIBRARY DIRECTOR

Position Purpose:

The purposes of this position are to plan, direct, administer, implement, manage, supervise all the services and activities provided by the Public Library and to oversee the maintenance of the Library building and equipment. This position also evaluates the needs of the various populations the Library serves and seeks out new ideas and methods to provide the appropriate services. The Library Director is required to exercise considerable independent judgment in administering and managing the department and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Performs responsible duties requiring extensive knowledge, substantial exercise of independent judgment and initiative in planning, organizing and directing the work of the office. Performs a wide variety of special professional and administrative responsibilities requiring an extensive knowledge of modern Library services, including technology, collections and programming.

Supervision Received: Works under the general direction of the Town Administrator following professional standards, procedures and policies. Receives advice and policy direction from Library Board. Keeps the First Selectman and Town Administrator informed of key issues and concerns.

Supervision Given: Supervises the Senior Librarian, Children's and Teen Librarian, Library Technology Assistant, Library Assistants and other part time employees developing job direction, assigning tasks, providing instructions as needed, and monitoring performance.

Job Environment:

Performs administrative work in a moderately quiet office. Library work is performed in a moderately noisy environment with regular interruptions during the day from the general public. Occasionally travels to appropriate meetings and conferences.

Requires the operation of an automobile, telephones, computers, copiers, scanners, facsimile machines, and other standard office equipment, as well as new and evolving equipment and technology acquired by the Library at the request of patrons.

Maintains regular contact with other municipal departments and area libraries, periodic contact with regional libraries, consortia, state agencies, and frequent contact with the general public, Library Board members, vendors, contractors, community organizations, local schools, and Library support groups. Communicates frequently in person, by telephone, fax, e-mail, in meetings and in writing. Serves as the public "face" of the Library and actively supports both the Board and the Friends fundraising efforts and guides the use of funds raised.

Contacts require a high level of professionalism, resourcefulness, persuasiveness and diplomacy.

Has access to confidential information such as Library patron records and personnel files. Must be knowledgeable regarding all aspects of the USA Freedom Act as it relates to public libraries.

Essential Job Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Plans, organizes, and directs the overall operation of the Library including programs, technology, activities, financial operations, evaluation of print and digital services/collections and building maintenance; researches, recommends and administers policies and short and long-term goals and objectives for Library operations, facilities, automation, staff, budgets and programs.
- Attends Library Board meetings to review and advise regarding Library operations and policies. Receives policy direction from Library Board; coordinates and assists with long range and strategic planning and technology planning. Insures records of meetings in Town Clerk's office are complete and updated in a timely manner.
- Evaluates, develops, and maintains the Library's print and digital collections and directs others in this work; evaluates the collection for balance and comprehensiveness; coordinates and provides for the selection, ordering and removal of Library materials and services from the collection; oversees purchasing of all supplies and equipment for the Library.
- Oversees the management of Library facilities, furnishings and equipment; has primary responsibility to notify Town Hall regarding issues related to the physical plant; establishes priorities for maintenance and repair. Occasionally responsible for initiating or performing repairs. Conducts inventories of equipment, furnishings, and collections as needed. Utilizes Weston Schools IT, consortium IT, and Library staff as necessary and appropriate to deploy and troubleshoot technology. Guides the design and development of building renovations from a professional and operational perspective. Assists Building Committee and Town Administrator with finalization and implementation of Library renovation and expansion projects. Liaises with architects, consultants and vendors and may facilitate timely payment.
- Oversees the scheduling and use of Library meeting rooms for Library programs and those of all Town and community organizations according to Board policies.
- Develops internal policies and procedures for staff; supervises, trains, assigns work, counsels and evaluates employees and volunteers; provides training and development opportunities; conducts personnel functions, with the approval and direction of the Town Administrator and First Selectman.
- Directs and coordinates Library staff in preparing and proposing Library activities, and Library services according to community needs, current trends in Library practices and patron needs; oversees Library volunteer and community service programs; assures safe working conditions for employees.
- Works with the Friends of the Library in selecting proposed Library activities, services and programs. Coordinates with Friends for print and digital marketing.

- Works with the Library Board to implement procedures to augment Library goals and services through Friends of the Library and in cooperation with community educational, cultural and civic organizations. Conducts outreach to other town agencies and non-profits to explore partnership opportunities. Acts as primary liaison between the Library and the school district and oversees summer reading, technology outreach and sharing of information and access to Library resources available to students and teachers.
- Prepares monthly, annual and other information, statistical and financial reports as required for the Town, the Library Board and the State.
- Directs and conducts Library public relations, including publicity, press releases, promotion of Library activities and services; manages program inquiries. Determines or Directs policy and oversees content for social media and web presence.
- The Library Director performs professional reference services, provides and oversees instruction to staff and patrons on use of Library-owned and patron-owned equipment. Provides broad range of direct services to patrons.
- Oversees the maintenance and development of Library technology, including the Library's public computers, office equipment, and website with IT Director as needed.
- Prepares and administers annual operating budget for department; presents budget to appropriate boards, First Selectman and Town Administrator; authorizes and submits all invoices for departmental expenditures; oversees expenditures and operation of the department within the approved budget; applies for grants. Maintains records of revenues from fines, fees, etc. Has financial authority from Library Board to spend up to \$500 per invoice from the Director's Account which is one of the 3 accounts managed by the Library Board. Insures transmittal of Board financial information to Town on monthly and quarterly bases. Based on a professional assessment of financial, strategic and patron-driven requirements, recommends the need for fundraising; coordinates Library development and fundraising among the Library Board and the Friends; participates in fund raising events as the face of the Library supporting Library goals.
- Participates in professional Library associations and other professional organizations to remain current on developments and advancements in Library Science, new and developing technologies of interest to patrons, public administration and training.

Other Functions:

- Performs similar or related work as required, directed or as situation dictates.
- Represents the Library in community, professional, regional and state activities.
- Attends meetings of Friends of the Library and supports their organization and programs.
- Assists other departments, offices or staff as needed to promote a team effort to serve the public.

Minimum Required Qualifications:

Education, Training and Experience:

The position requires the following qualifications: a Master of Library Science degree from an accredited university; at least five years of increasingly responsible professional library experience, including at least three years in a supervisory position in a public library; or an

equivalent combination of education, work experience and training.

Special Requirements:

A valid motor vehicle operator’s license is required.

Knowledge, Ability and Skill:

Knowledge: Comprehensive knowledge of contemporary library theory, principles, policies, and practices utilized in public libraries; comprehensive knowledge of automated systems and various technology to provide library services; thorough knowledge of the principles and practices of organization and library management including planning, program design and evaluation; knowledge of library budgeting. Knowledge of social and technological trends and indicators and their impact on library collection management, programs, services and technology.

Ability: Ability to plan, organize and direct the operations, management of the collections, activities, programs and services of the Library; ability to develop and present comprehensive short and long term goals; ability to develop policies and procedures; ability to read, analyze and interpret professional journals, financial reports and legal documents related to Library business; ability to utilize data processing applications as they apply to Library functions; ability to prepare grant applications to secure funding from State, Federal, and private sources; ability to represent the department and Town before various groups, agencies, and organizations; ability to establish and maintain effective relationships with Town staff and officials, Library Board, the public, and volunteer organizations, including Friends of the Library; ability to assign, train, and supervise professional and clerical staff; ability to prepare and administer an annual operating budget for the department.

Skill: Excellent critical and creative thinking skills, including defining problems, collecting data, establishing facts and drawing conclusions; excellent verbal and written communication skills; skilled in working with automated library management systems and computers, establishing goals and managing staff; skilled in using the above mentioned office equipment; skilled in supervisory practices and training staff and community service volunteers; aptitude for working with people and maintaining effective working relationships with various groups; aptitude for working with paperwork and details. Skilled at managing numerous projects at one time.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions		X		
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non weather related –extreme heat/cold	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			

Other-Describe _____				
Other-Describe _____				
Other-Describe _____				

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking		X		
Sitting			X	
Talking & Hearing				X
Using hands/fingers to handle/feel			X	
Climbing or balancing		X		
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms		X		
Tasting or smelling	X			
Bending, pulling, pushing		X		
Other-Describe _____ Driving _____		X		
Other-Describe _____				

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (Library, private office)		X		
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)	X			
Very Loud (jack hammer work)	X			

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)